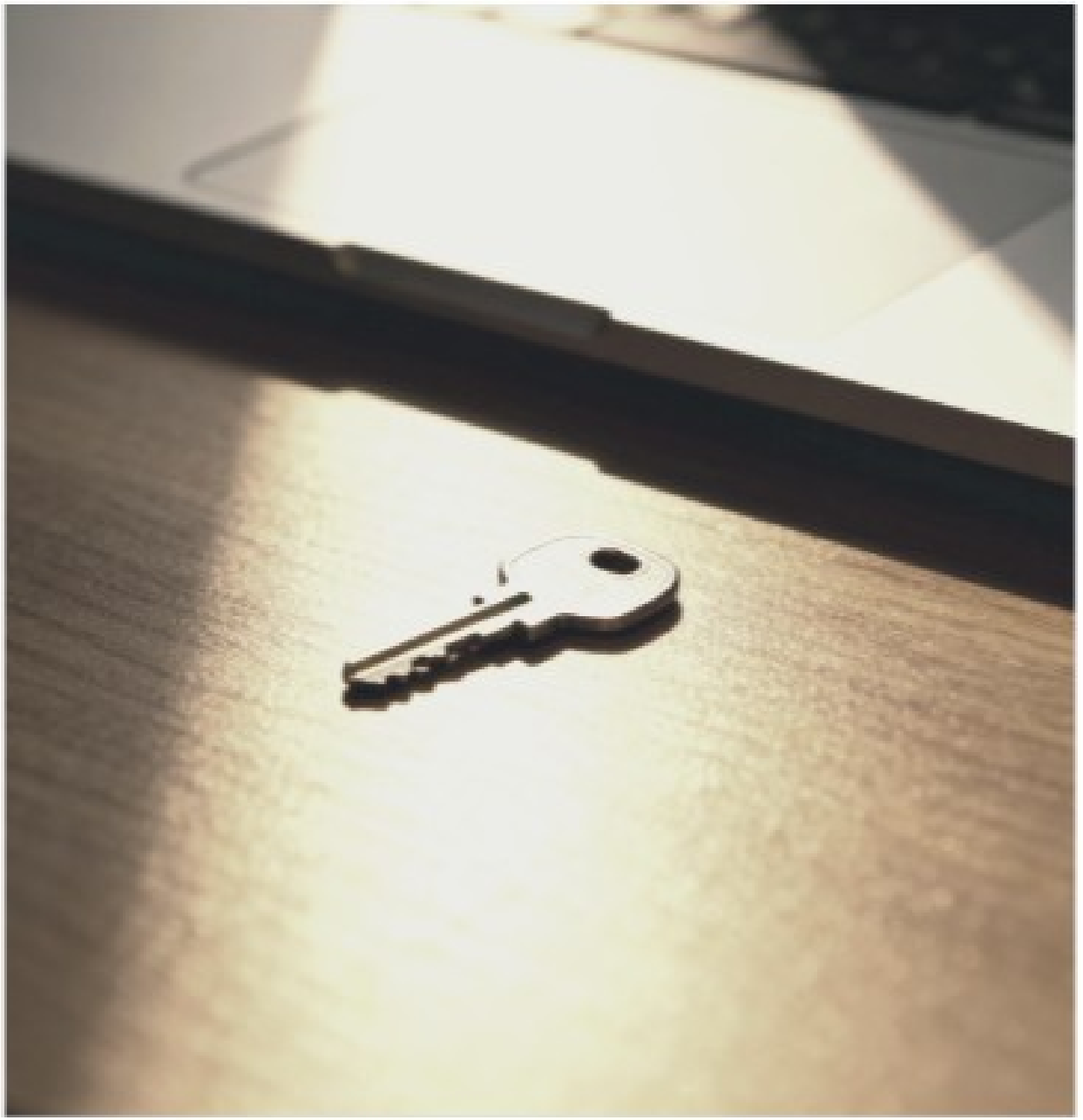


Compliance Overview

2026 I-9 COMPLIANCE UPDATE

Key electronic system deadlines, expiration dates, and mandatory employer actions for the 2026 transition to ensure federal compliance

Supreme Trainer

Presenter

Agenda

NAVIGATING THE 2026 I-9 LANDSCAPE

Key focus areas for human resources and payroll compliance

01 **Deadlines**

July 31, 2026 cutoff to complete the transition to updated forms.

02 **Form Edits**

Review of 01/20/25 wording changes such as 'gender' to 'sex'.

03 **Signatures**

Clarifying when fillable forms are allowed versus DHS e-sign rules.

04 **ICE Audit**

Steps to build a strong line of defense with policy and audits.

05 **Best 2026 Tips**

Storage, verification, and procedures to reduce employer liability.

CRITICAL I-9 COMPLIANCE TIMELINE

Key dates for the 2026 transition and system updates

January 1, 2025

New Edition Released

Introduction of the I-9 Form (01/20/25 edition) with minor administrative updates and an updated privacy notice for employers and employees.

July 31, 2026

Major Update Deadline

The 08/01/23 edition expires; employers and systems must be updated to the newest I-9 form version by this date to remain compliant.

August 1, 2026

Exclusive Form Use Required

Employers must begin using only the form edition that will expire on May 31, 2027; older editions are no longer permitted.

May 31, 2027

Current Edition Expiration

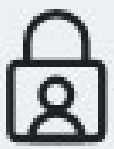
Expiration date for the 01/20/25 edition and the updated privacy notice; ensure systems and records reflect the current required form.

Form Details

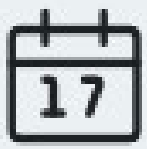
KEY CHANGES IN THE 2026 I-9 FORM

Language updates and administrative requirements for employers

Language has been updated to change **"gender"** to **"sex"** in document descriptions.



The form features an **updated privacy notice** to align with current federal standards.



Edition date **01/20/25** carries the new expiration date of **05/31/2027**.

Fillable forms **must be printed and manually signed** if they don't meet DHS standards.

Risk Factors

COMPLIANCE COMPLEXITY AND RISKS

The challenge of managing a 'simple' 2-page document

8

Instructional Burden

The I-9 Form includes an 8-page instruction manual for simple completion.

60+

Complete Manual Size

A comprehensive 60-plus page manual exists to guide the 1-2 page form completion.

01/20/25

Edition Date

The specific edition date required for the 2026 transition.

YOUR 'GOOD LINE OF DEFENSE'

Strategic steps to reduce or eliminate ICE audit fines

Verification Policy

Establish a formal I-9 Form Verification Policy as mandated by DHS requirements.

Internal Audit

Conduct regular internal audits to identify and correct errors before ICE arrives.

Staff Training

Ensure payroll and HR professionals receive regular training on form updates.

Proper Storage

Implement a proper storage process to ensure easy retrieval and compliance.

Speaker

MEET YOUR INSTRUCTOR

Margie Faulk, PHR, SHRM-CP Margie Faulk is a senior level human resources professional with over 14 years of HR management and compliance experience. A former Compliance Officer for Federal Defense Contracting Industry, she has worked as an HR and Compliance advisor for major corporations and small businesses across all sectors. Margie is bilingual (Spanish) fluent and Bi-cultural, focusing on multi-state, national, and international workplace compliance.

Visit - https://www.supremetrainer.com